

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-566-6

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Howard County Department of Public Works		Bureau of Engineering Construction Inspection/Survey Division
Item No.	Description	Retention
1.	<p><u>Construction File</u></p> <p>A case file consisting of documents and correspondence related to the construction stage of a Capital Project, which begins with the bidding of the project. Some important documents maintained in this file are:</p> <p>A. Construction Agreement - official contract executed between Howard County and the contractor.</p> <p>B. Change Order(s) - document which sets forth the reason, the cost and the authorization for a change in the contract documents.</p> <p>C. Performance Bond - a bond executed between Howard County and the contractor which insures that the project will be completed by the bonding company if, for whatever reason, the contractor cannot do so.</p> <p>D. Insurance Certificates - insurance coverage taken out by the contractor for purposes of unemployment compensation, liability (bodily injury and property damage), and builder's risk.</p> <p>E. Bid Proposals - that form of the Contract Documents which sets forth the lump sum of each Division or combination of Divisions of the work. A bid proposal from each firm participating in the bidding is included in this file.</p>	Retain permanently Construction Agreement and Change Orders. Retain all other records for twenty (20) years after completion of project, then destroy

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

8-14-86

Date

Bud Wagner
Signature

Ch./Adm. Svs.
Title

7/17/86
Date

Edward C. Spengler
State Archivist

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Item No.	Description	Retention
1.	<p><u>Construction File</u> (continued)</p> <p>F. Affirmative Action Proposal - forms completed by contractor and submitted with bid proposal for projects costing \$25,000 or more. Requires the contractor "to attempt to achieve the result that a minimum of 10 per cent of the total dollar value of the Contract is performed directly or indirectly by minority business enterprise." These forms include:</p> <p style="padding-left: 40px;">Minority Business Enterprise Affirmative Action Certification Schedule for Participation by Minority Business Enterprises, Contractors/Suppliers Request for Exception</p> <p>G. Tabulation of Bids - a form indicating the bid opening date and time, job number, institution, and job description. It shows for each bidder the base bid, alternatives, days, and amount of bond or certified check.</p> <p>H. Letter of Authorization to Begin Work - sets date from which the time it takes the contractor to complete the project is calculated.</p> <p>I. Other records included in this file are:</p> <p style="padding-left: 40px;">Progress Meetings (Conference) Minutes Field Engineer Reports Inspection Reports Correspondence (project-related) Memoranda Etc.</p>	<p>Retain permanently Construction Agreement and Change Orders. Retain all other records for twenty (20) years after completion of project, then destroy</p>
2.	<p><u>Master Plan Tracings</u></p> <p>Original vellum tracings of master development plans for colleges, universities, mental hygiene facilities, correctional facilities, etc. While mainly for site, for some institutions there are also master plans for electrical, water and sewage, steam distribution, storm drainage, traffic and parking, etc.</p>	<p>Retain permanently</p>

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Item No.	Description	Retention
3.	<u>Master Plan Prints</u> Prints rendered from the master plan tracings.	Retain until Master Plan Tracings from which they are derived are updated, then destroy
4.	<u>As-built Tracings</u> DGS record copy of the plans of the project as actually constructed.	Retain in some form permanently